



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 25, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 26, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, September 9, 2016**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CE IV (2 pos) Senior Consultant Studies Engineer
Region 1/District 1/Programming
Highways Project Implementation
Schaumburg

Attachments
41232

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Friday, September 9, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

| | | | |
|-------------------------|---|------------------------|---|
| Classification: | Civil Engineer IV (2 positions) | Salary Range: | \$5,800 - \$9,230 |
| Position Title: | Senior Consultant Studies Engineer | Union Position: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Position Number: | PW114-23-51-803-40-01 | IPR#: | 41232 |

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Programming/201 W. Center Ct., Schaumburg IL

Description Of Duties:

This position is responsible for managing, coordinating, evaluating, and reviewing consultant activities associated with the preparation of corridor and combined location and design studies so as to ensure that the conclusions of these studies are technically feasible, cost effective, and acceptable to the public.

Special Qualifications:

Required:

- A current Illinois Professional Engineer license
- A valid driver's license
- Ability to attend night meetings and perform field reviews outside the office

The following criteria are desired:

- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Strong organizational skills, leadership and self motivational skills, and the ability to maintain cooperative relationships
- Strong oral and written communication skills
- Experience managing and reviewing subordinate/consultant activities

Shift/Remarks:

8:00 am - 4:15 pm / Monday- Friday (45 minute lunch)

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

ILLINOIS DEPARTMENT OF TRANSPORTATION

POSITION DESCRIPTION

| | | | |
|---------------------|-----------------------|--------------------|---|
| DATE: | December, 2015 | POSITION: | Senior Consultant Studies Engineer |
| APPROVED BY: | Peter E. Harmet | DIVISION: | Highways/District One/ Bureau of Programming |
| CODE: | PW114-23-51-803-40-01 | REPORTS TO: | Consultant Studies Unit Head |

Position Purpose

This position is accountable for coordinating, evaluating and reviewing consultant activities associated with the preparation of corridor and combined location and design studies so as to ensure that the conclusion of these studies are technically feasible, cost effective and acceptable to the public.

Dimensions

| | |
|---|----------------------|
| Subordinate Personnel: | 3-6 |
| Annual Number of Projects Monitored: | 10 - 15 |
| Estimated Construction Cost of Project | \$50 - \$500 Million |
| Responsibilities: | |
| Annual Dollar Volume of Consultant Fees | \$5 - \$15 Million |
| Negotiated: | |

Nature and Scope

This position reports to the Consultant Studies Unit Head. Up to three Associate Consultant Studies Engineers report to this position. These individuals act as Project Engineers and are responsible for the day to day contact with consultants and internal coordination within the Department. The incumbent acts as Project Manager responsible for directing these activities and intervening to resolve complex issues.

This position functions district-wide which is a transitional area characterized by intense urban development in and around the City of Chicago, by the rapidly changing land use that characterizes the eastern and central portions of the metropolitan area, and by the remaining suburban and rural areas of the district. This intensely developed and rapidly developing area includes over 400 miles of interstate highways, 3,000 miles of state highways and 21,000 miles of county, township, or local roads and streets, which carry a total traffic volume in excess of 50 billion vehicle miles annually. There also exists a large number of local governmental units, large complex and interconnected system of utility facilities and a rapidly declining availability of right-of-way, all of which poses unusual problems in the preparation of combined location and design studies for improvements which are highly visible and require widespread public acceptance. The high traffic volumes, declining availability of right-of-way, limited availability of funds, a sensitive physical and social environment, and the need to obtain community acceptance requires the incumbent to exercise a great deal of originality and independent judgement in developing solutions to location and design study problems including those involving deviations from established policies and guidelines

Typical problems confronting this position are: balancing input from various district bureaus and determining what constitutes the proper scope of work for proposed highway improvements; ensuring that completed location and design studies embody the design standards and environmental analysis necessary for Central Office and Federal Highway Administration approval; and defining what is required of local government units to effectively implement studies and ensures their timely completion. Highway safety and mobility needs must be balanced against potential adverse environmental impact while ensuring compliance with the Department's Context Sensitive Solutions (CSS) Policy. The greatest challenge to this position is to ensure that completed location and design studies are operationally feasible, economical and will improve highway safety and mobility while being sensitive to community concerns and adverse environmental consequences.

The incumbent personally meets with assigned consultants; prepares agreements, supplements, and extra work authorizations; reviews sub-consultant agreements prepared by prime consultants, makes scope of work determinations and negotiates work hours and direct costs to finalize agreements. The incumbent reviews consultant work in progress, ensures that schedules are maintained, resolves any engineering problems relating to assigned projects, reviews all

final reports/documents to ensure federal and state requirements have been met, determines acceptability of consultants work and prepares consultant evaluations.

Up to two Associate Consultant Studies engineers report to this position. These individuals act as Project Engineers and are responsible for the day-to-day contact with consultants and internal coordination within the Department. The incumbent acts as Project Manager responsible for directing these activities and intervening to resolve complex issues.

The incumbent implements the principles of CSS and maintain communication with district bureaus, the Central Office, local government units, federal agencies and private parties to assist determining design features which may include justified variances from standards and obtaining project approval. Attendance at night meetings and performing field reviews outside the office are required.

The effectiveness of this position is measured by the technical as well as public acceptability and the timeliness of completed projects.

Principal Accountabilities

1. Ensures that demands of highway safety as well as mobility are met while minimizing adverse environmental impacts and ensuring the principles of CSS are implemented.
2. Ensures that contemplated location design studies are feasible and acceptable.
3. Ensures consultants understand project requirements and consultant agreement provisions.
4. Ensures timely project completion by consultants.
5. Updates and maintains the squad's management and monitoring system while ensuring project schedules and costs are accurately reflected in the "LETTING" publication.
6. Ensures proper evaluation of consultant performance.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.